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Director, Office of Training

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THRU : Acting Deputy Director (Administration) *15/2/54*  
Deputy Comptroller

## Training Quota for Finance Officers

1. Past experience has shown that a Finance Officer in many assignments cannot render maximum service without a reasonably thorough knowledge of operational procedures and requirements, and of basic operational techniques. As part of his duties, the typical Field Finance Officer is expected to work closely with, or to advise, the Case Officer as to preparation of project outlines; procuring and preparation of accountings; control of the project finances; funding requirements and techniques; use of funds as operational devices, and as to budget, allotment, and obligation principles and procedures. Frequently, the Finance Officer must himself use special operational techniques in the procurement, transmittal, and disbursement of funds. The above are the duties of a typical Field Finance Officer, but in addition to these persons there are assigned others whose duties are an integral part of an operational activity. In some cases, these individuals operate within the project itself. Members of certain components of the Comptroller's Office at Headquarters likewise require a more thorough knowledge of tradecraft and/or of general operational problems, objectives, and procedures than is now possessed in order to provide the optimum in advice, support and control.

2. Accordingly, we believe it essential that most persons going overseas, and those at Headquarters dealing directly with operational activities, take both the Phase II and Phase III Courses. We have recently inquired about placing persons in these courses. However, we have been advised by the Registrar, Office of Training, that there is at present no quota assigned for the use of any DD/A component, except I & S, and that admission thus can only be on the basis of unused quotas of other Agency components, or by courtesy of other offices. In the past two courses, there have been no available spaces. Likewise, we have learned from one DD/P Training Officer that requests for training exceed his quota, and will continue to do so for the near future. We assume this to be true of others.

3. It, therefore, appears necessary that a quota be assigned for the exclusive use of the Office of the Comptroller. Initially we request a quota of 3 for each of the Phase II and Phase III Courses given. Should it not be possible for us to use these quotas for each class, we will of course advise the Registrar in sufficient time to permit the assignment of persons from other Agency components.

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